



CHECKLIST FOR 'AWARD SUBMISSIONS'

Your submission must adhere to these requirements to be able to represent the Canberra and Capital Region at the Qantas Australian Tourism Awards if successful in your category

Important Information

See the *2009 Rules for Entry* for more information regarding submission requirements.

Have you included the following (including this checklist) in your entry?

MANDATORY

- ☐ A submission with a **maximum 30 printed pages** including text, graphs and images bound in an A4 ring binder or wire/plastic spine binding (*this does not include cover pages, indexes or section dividers*).
- ☐ **A CD of ten slides or digital images.** Please ensure duplicate slides are provided - do NOT send originals. (*300 to 600dpi files in a JPEG files are preferred. Images that exceed this size may not be used*).
- ☐ A 100-word description of your company/product which will be used by media, for announcements at the gala awards presentation, in promotional material and on website listings. **This should be submitted electronically, preferably on the same CD as the images.**
- ☐ The completed **2009 Entry Form** (*this details who will accept the award if the submission is successful in its category*).
- ☐ The completed **2009 Disclaimer and Statutory Declaration** signed by an appropriate third party to confirm that financial statements and other business activity claims made within the submission are accurate.

OPTIONAL

- ☐ A **return/postage paid** Australia Post box either BT or BW in size if the return of your entry by post is required. (*It is recommended that Australia Post boxes either BT or BW in size are used to reduce the risk of damage to submissions during transportation*).

SIGNED CHECKLIST

Name (please print): _____

Organisation: _____

Signed: _____ Date: _____

Witness name: _____

Organisation: Australian Capital Tourism

Signed: _____ Date: _____